Information Analysis Centers (IACs)

Post-Award Orientation Conference [TEMPLATE]

[enter IAC name, DO #, and RA Org]

Date of event

Purpose

- **The purpose of this briefing is to:**
  - Explain unique characteristics of the IAC model
  - Identify stakeholders roles and responsibilities
  - Establish a common understanding of cost, schedule, and performance expectations
    - Discuss unique contract terms and conditions, RA requirements, IAC PMO requirements (e.g., STI), IAC approach, and assumptions

Agenda

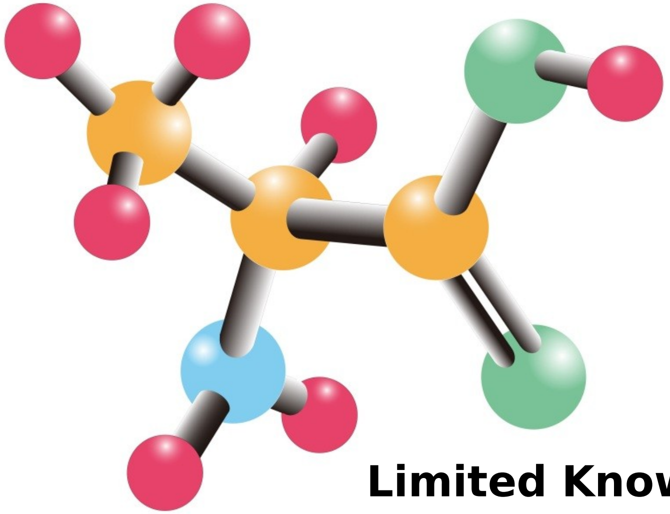
- **IAC Information Sharing Model**
  - IAC model compared to typical contract
  - BCO/TAT model for STI re-use
  - Existing STI Search and Summary
- **Key Personnel: Roles and Responsibilities**
  - IAC Contractor Personnel
  - IAC Program Personnel
  - Government Requiring Activity (RA) Personnel
- **TAT Cost, Schedule, and Performance Expectations**
- **Reporting Requirements**

“Information is the only commodity that increases in value the more it’s used.”

-IAC Program Management

The IAC business model ensures that historical information is reused and enhanced with each new effort.

Traditional Contracts



Limited Knowledge Base

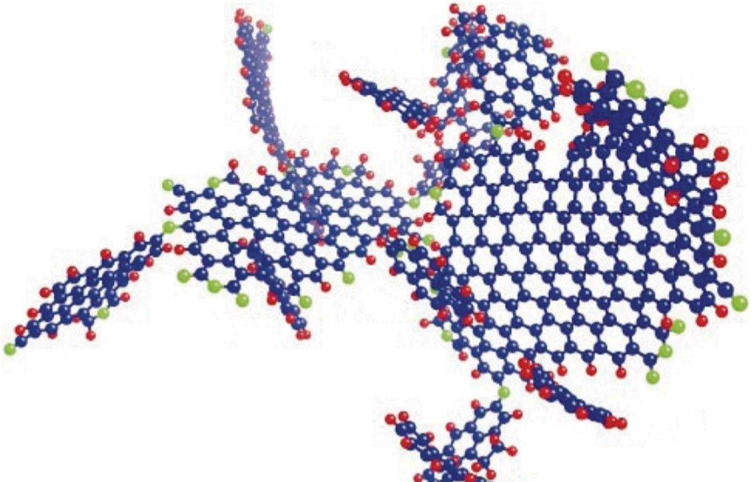
(Internal and Sub-contract)

Deliverables Flow ONLY to Customer

(Usually unavailable to others)

Best Case Scenario: Information is reused within the company or program.

IAC Contracts



Extensive Knowledge Base

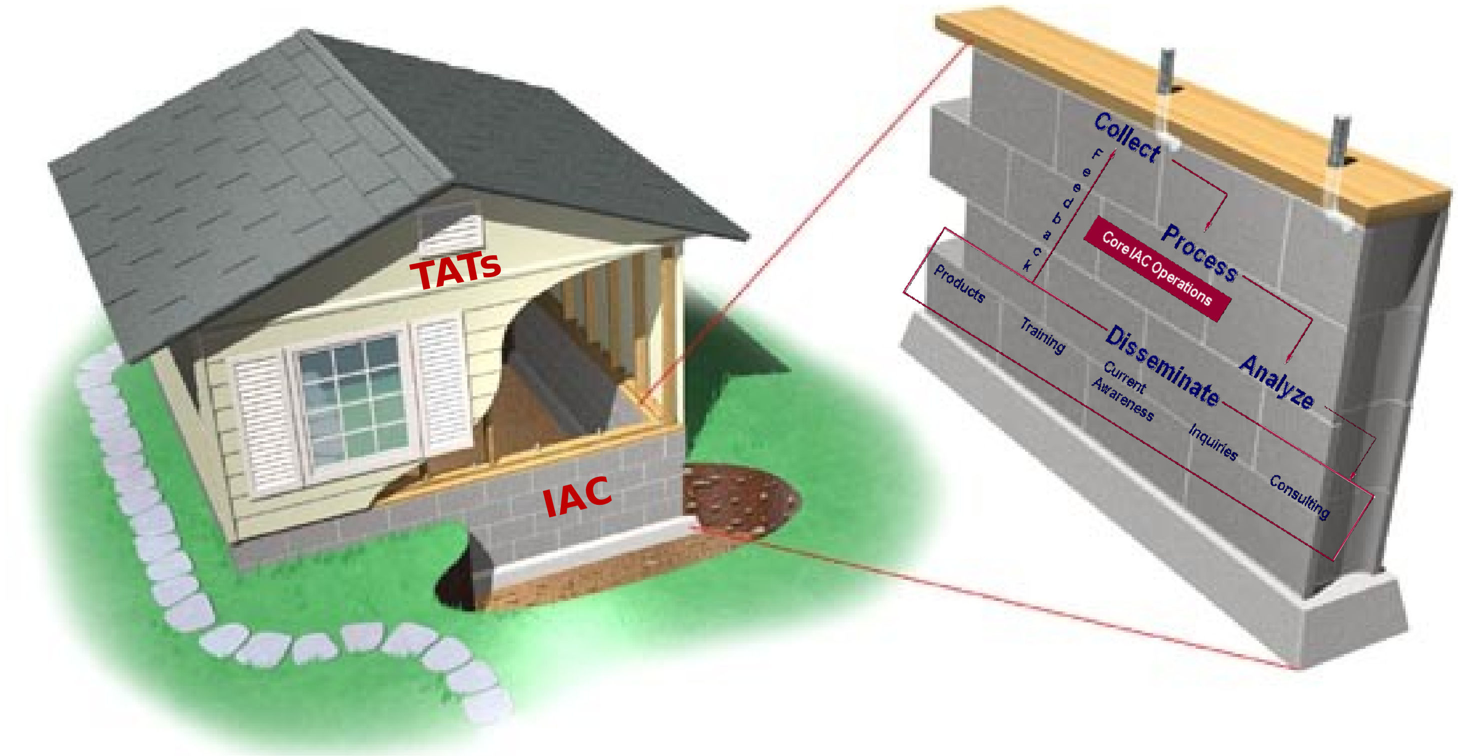
("Leverages the network" and builds on existing work at DTIC/IACs . Maintains a broad network that spans government/industry /academia.)

Deliverables Flow to DTIC

(Become available to the broadest possible audience for reuse. The IAC Process requires each effort to build on this historical foundation.)

Best Case Scenario: Information expands every time it's reused.

IAC Model



- TATs build on IAC knowledge base
  - This TAT will build on work contributed by past TATs and other Scientific and Technical Information (STI)
  - This TAT will produce STI (technical deliverables)
    - RA **responsibility** to approve, assign distribution statements, and release to DTIC

Key Personnel

Roles and Responsibilities

- **IAC Contractor:** Responsible for performance of the work outlined in the TAT SOW, per the accepted technical and cost proposal
  - *[Identify key personnel; may insert separate slide with details]*
- **Contracting Officer (CO):** Responsible for administering and reporting compliance with the terms and conditions of the contract. *Government representatives other than the CO are NOT authorized to take any action that alters the TAT.*
  - *[identify name and contact info for CO]*
- **Contracting Officer's Representative (COR):** Responsible for ensuring the work complies with the terms and conditions of the contract, as assigned by the CO; relies on the RA for day-to-day monitoring
  - *[identify name and contact info for COR]*
- **Requiring Activity (RA):** Responsible for day-to-day monitoring of technical performance; report any issues to the COR
  - *[identify name and contact info for RA]*
  - *The RA is responsible for assigning an ACOR, see Appendix I & Appendix J*

TAT Information

Cost, Schedule, and Performance

insert charts covering cost, schedule, and performance data - provide as much detail as available; this material should provide the bulk of the content for the kick-off

Consider the following:

- Objective
- PoP/schedule
- Tasks/Deliverables
- Reporting/Communications
- Assumptions/Risks
- Other information (per RA/IAC)

Reporting Requirements

- Monthly/Quarterly*[select one]* Status Report will include information on:
  - Cost, Schedule, Performance (planned vs. actual) at the task level
  - Include information on deliverables funded, date funded, and status (delivered on [date], % complete, projected delivery)
  - Funding information will be broken out by source in cases where multiple government offices are funding one TAT
  - Specific format as mutually determined by IAC contractor and government RA
- Status reports are delivered to RA / ACOR and COR
  - RA provides day-to-day monitoring of performance; ACOR is responsible for reporting any issues to COR and Contracting Officer
  - In cases where multiple technical POCs are monitoring day-to-day performance of various individual tasks, the RA / ACOR serves as the focal point for performance monitoring
  - ACOR serves as signature authority for SF298 for individual STI deliverables, and DD250 signature authority for final TAT close-out